



The International Association for the Protection of Intellectual Property (AIPPI) is looking for a

RGT & Committee Coordinator (100%)

Application deadline: 28 February 2025

About AIPPI

The International Association for the Protection of Intellectual Property, generally known by its French abbreviation AIPPI, is the world's leading international non-governmental organisation (NGO) dedicated to the development and improvement of regimes for the protection of intellectual property (IP).

AIPPI is a politically neutral, non-profit organisation. Its objective is to improve and promote the protection of IP on both an international and national level. This objective is pursued by working for the development, expansion and improvement of international and regional treaties and agreements, and national and regional laws relating to IP.

AIPPI is headquartered in Zurich, Switzerland, and has about 9,000 members representing over 125 countries. The members of AIPPI include lawyers, attorneys, and agents working across all fields of intellectual property in corporate and private practice throughout the world, as well as academics, judges, government officials, and other persons interested in intellectual property.

The management of AIPPI is entrusted to a volunteer board known as the Bureau. Within the Bureau, the Reporter General Team ("RGT") is responsible for the studies and discussions of AIPPI; in this respect, the RGT among others coordinates the work conducted by AIPPI's Standing Committees, the educational program (incl. during the annual congress) and AIPPI's resolutions, position papers and replies to consultations. The Bureau is supported by the AIPPI General Secretariat based in Zurich, Switzerland.

About you

Job title:	RGT & Committee Coordinator
Vacancy Number:	2025/01
Location:	AIPPI General Secretariat, Zurich, Switzerland
Workload:	100%
Starting date:	1 March 2025 or upon mutual agreement
Reporting to:	Reporter General, Executive Director

Cooperating with:	Reporter General Team, General Secretariat Team, various AIPPI Committees, individual AIPPI members, Congress and Event speakers, internal and external experts, government agencies
Your tasks:	<ul style="list-style-type: none"> • Provide day-to-day operational and administrative support to the Reporter General Team, preparation and coordination of meetings, agenda and minutes • General administrative responsibility for supporting several AIPPI Committees • Coordinating AIPPI's representations at government agencies • Preparation and coordination of conference calls and meetings • Coordination of scientific work • Administrative support in preparation for and during AIPPI's Annual World Congress (in particular for the program, speaker management and the resolutions, monitoring budget) • General correspondence with National / Regional Groups (NRGs) (e.g. study questions, coordination of questionnaires)
Your Profile:	<ul style="list-style-type: none"> • Secretarial, commercial diploma, or vocational baccalaureate is welcome • Minimum of 5 years of work experience in executive assistance, corporate communication, office administration function or in a supporting role for a decision-making or scientific body • Hands-on, solution-driven mindset with an excellent structured approach and ability to adapt quickly to various situations. • Strong written and verbal communication skills in a highly professional manner for an international business environment • Ability to work precisely and independently within tight deadlines • Desire to learn and implement knowledge across tasks and workflows. • Hospitality or event management experience is advantageous but not essential. • Excellent language skills in English (native or fully proficient); other language skills (German, French, Spanish, etc.) desirable • Fully proficient with MS office tools (Outlook, Word, Excel, etc.) • Eligible for Swiss work permit • Willing and able to travel to AIPPI's Annual Congresses and to various smaller meetings occasionally and probably on 1-2 occasions per year
Salary:	A competitive salary in line with the candidate's qualifications and experience
Application:	Please send your complete application documents (CV, cover letter, work certificates, etc.) to hr@aippi.org until 28.02.2025
Contact person:	Please contact hr@aippi.org if you have specific questions.